



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

ASSOCIATE PERSONNEL ANALYST
DEPARTMENTAL PROMOTIONAL - CONTINUOUS FILING

CONTINUOUS FILING	Applications will be accepted on a continuous basis. Testing is considered continuous, as new test dates can be set at any time as departmental needs warrant. Each new cut-off (final filing) date will be publicized to ensure that applicants have adequate time to complete and submit an application. Applications (STD 678) must be RECEIVED OR POSTMARKED no later than the cut-off date posted on the "Notice to Announce Cut-Off Date." FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date or personally delivered after 5:00 P.M. on the cut-off date will be held for the next administration of the examination.	
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources.	
HOW TO APPLY	<div>Examination Applications (Form STD 678) and supplemental applications may be mailed or filed in person to:</div> <div><div><div>MAILING ADDRESS:</div><div>Department of Water Resources P.O. Box 942836 Sacramento, CA 94236-0001</div></div><div><div>FILE IN PERSON:</div><div>Department of Water Resources 1416 9th Street, Room 320 Sacramento, CA 95814</div></div></div> <div>DO NOT SEND APPLICATIONS TO THE STATE PERSONNEL BOARD OR DEPARTMENT OF WATER RESOURCES' FIELD OFFICES. Applications are available at Department of Water Resources' (DWR) offices, the DWR website: www.water.ca.gov/jobs/currentexams, local office of the Employment Development Department, the State Personnel Board (SPB), and the SPB website: www.spb.ca.gov/jobs.</div>	
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.	
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.	
SALARY RANGE	\$4400 - \$5348	
ELIGIBLE LIST INFORMATION	A departmental promotional merged list will be established for the Department of Water Resources. The names of successful competitors will be merged on the eligible list in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then retest to re-establish eligibility.	
TESTING PERIOD	The testing period for this classification is 12 months. Once you have taken the examination, you may not reapply for 12 months.	
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<div>NOTE: All applicants must meet the minimum qualifications for this examination by the final cut off date. Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.</div>	
MINIMUM QUALIFICATIONS	<div>Either I</div> <div>In the California state service, one year of experience performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service performing technical personnel work.) (Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.)</div> <div>Or II</div> <div>Experience: Either</div> <div><div>1. Three years of progressively responsible experience in technical personnel work, at least one year of which shall have been with independent responsibility for analyzing and recommending decisions on difficult personnel problems; or</div><div>2. Three years of progressively responsible technical experience administrative or budget analysis, socioeconomic research or some other field which has developed a broad and comprehensive knowledge of personnel management.</div></div> <div>(One year of graduate work in public or business administration, personnel industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience in pattern II. Experience in California state service applied toward this pattern must include one year of experience performing duties comparable in level of responsibility to those of a Staff Services Analyst. Range C.) AND</div> <div>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for a maximum of four years of the required education on a year-for-year basis.)</div> <div>(In appraising experience, more weight will be given to the breadth of pertinent experience and to evidence of the candidate's ability to accept and fulfill increasing responsibilities in personnel work than to the length of his/her experience.)</div>	
POSITION DESCRIPTION	<div>The Associate Personnel Analyst, under general direction, performs the more responsible, varied, and complex technical work of the State personnel management program; acts as a lead person for other staff personnel, and does other related work.</div> <div>Positions exist in Sacramento with the Department of Water Resources.</div>	

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

ASSOCIATE PERSONNEL ANALYST DEPARTMENTAL PROMOTIONAL		CONTINUOUS
EXAMINATION INFORMATION	Supplemental Application – Weighted 100% Each applicant for this examination must complete and submit his/her response to the Supplemental Items according to the instructions shown below by the final cut off date. Applications received without the Supplemental Items will be eliminated from the examination process.	
SUPPLEMENTAL INFORMATION	<u>GUIDELINES FOR RESPONDING TO THE SUPPLEMENTAL ITEMS:</u> When responding to the Supplemental Items, please follow the guidelines below: <ul style="list-style-type: none">• Your response must be typewritten or generated by computer on 8 ½" x 11" paper.• Your response for each question must not exceed (1) typed page (12 point font).• Put the examination title and the last four digits of your social security number at the top of each page (NOT YOUR NAME)• Make sure your responses are complete, specific, clear and concise.• It is important to provide complete responses to the questions. NOTE: Resumes, letters and other material WILL NOT be evaluated or considered as a response to the Supplemental Items. The Supplemental Items WILL NOT be substituted for an application or resume. <u>Question #1</u> Please describe how your skills, abilities, and experiences have prepared you to perform at the Associate Personnel Analyst level. <u>Question #2</u> Please describe a specific example, from your current or past experiences, that demonstrates your ability to reason logically and creatively and use a variety of analytical techniques to resolve complex personnel problems. <u>Question #3</u> Please describe a specific example, from your current or past experiences, that demonstrates your ability to interpret and apply laws, rules, and regulations to communicate effectively with State government control agencies. The Supplemental Items will also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. You certify under penalty of perjury that in information submitted on the supplemental application is true and complete to the best of your knowledge. Any false, incomplete statements may result in your disqualification from the examination process or dismissal from employment with the state of California.	
SCOPE OF EXAMINATION	In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the Supplemental Application review will be on measuring competitively, relative to job demands, each competitor’s: A. Knowledge of: <ol style="list-style-type: none">1. Applying principles and practices of public personnel management.2. Classification and pay principles used in analyzing and describing positions, establishing proper salary levels, and conducting classification and pay surveys.3. Techniques of employee recruitment.4. Employee relations and performance evaluation.5. Test construction and source of test materials.6. Principles, practices, and trends of public administration and organization and management. B. Skill to: <ol style="list-style-type: none">1. Apply principles and practices of public personnel management. C. Ability to: <ol style="list-style-type: none">1. Perform research in various personnel fields.2. Interpret and apply laws, rules, standards, and procedures.3. Develop and administer training programs.4. Analyze and solve difficult technical personnel problems.5. Appraise qualifications of applicants and interview effectively to maintain the confidence and cooperation of others.6. Analyze data and present ideas and information effectively.7. Train and supervise subordinates.8. Assume and demonstrate independent responsibility for decisions and actions having broad implications on various aspects of personnel management.	
VETERANS PREFERENCE	Veterans Preference Credit is not granted in promotional examinations.	
GENERAL INFORMATION		
The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.		
For any examination without a written feature it is the candidate's responsibility to contact the Selection Services Section of the Department of Water Resources, (916) 653-3921 three weeks after the final filing date if he/she has not received a progress notice.		
If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.		
General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.		
Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.		
If a candidate’s notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.		
Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.		
TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.		
California Relay Telephone Service for the Deaf or hearing impaired: From TDD phones: 1-800-735-2929; From Voice phones: 1-800-735-2922.		
For information regarding this examination, please contact Michelle Hill at (916) 653-6330.		
DP (Rev. 9/08)		(MH)